

04M-2-12

1403
DDA 81-2099

13 October 1981

MEMORANDUM FOR: Director of Data Processing
FROM: Harry E. Fitzwater
Deputy Director for Administration
SUBJECT: Letter of Appreciation

Please add my sincere thanks to
for his outstanding performance. The attached memorandum
is certainly a tribute to him and the Office of Data
Processing. I am sure your future support of this
important project will continue in the same excellent
manner.

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Harry E. Fitzwater

Att

ODDA:kmg (13 Oct 81)

Distribution:

Orig/- Adse w/Orig Att

1 - DDA Subj w/cy of Att

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Att: Memo dtd 28 Sept 81 to DDA and D/NFA, fr D/OPP, subj:
Assistance in Developing an Automated Reference Center
for the Publications Review Board (DDA 81-2099)

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DOWNGRADE TO UNCLASSIFIED
UPON REMOVAL OF ATTACHMENT

CONFIDENTIAL

81-2535

28 September 1981

81-2535
1403

MEMORANDUM FOR: ✓ Deputy Director of Administration
Director, National Foreign Assessment

FROM: Robert M. Gates
Director, Policy and Planning

SUBJECT: Assistance in Developing an Automated Reference Center
for the Publications Review Board

1. The DCI has directed me to ensure that necessary personnel and other resources are available for development of an automated data storage and retrieval system to support the Publications Review Board. []

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2. A recently-completed study performed jointly by DDA/ODP and NFAC/OCR recommended assignment of a full-time professional data base manager to the PRB Executive Secretariat. I have acted to fill this position. The study also concluded the next step to be taken is a file design/requirements study, which will require three months time from an indexer and a computer systems specialist working alongside the data base manager. []

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3. I will notify you when the data base manager is in place. At that time, I will also ask you to provide the necessary experts to work with that person; i.e., an indexer from OCR and a computer systems specialist from ODP. []

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4. Many thanks for the cooperation we have received on this project to date. Special thanks should go to [] ODP, and [] [] OCR, for their collaboration on an excellent preliminary study. []

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Robert M. Gates

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ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. <i>ED/DDA</i>	<i>an</i>	14 OCT 1981
2. <i>ADA</i>	<i>H</i>	10-15 OCT 1981
3. <i>DDA</i>	<i>15</i>	15 OCT 1981
4.		
5.		

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As Requested	For Correction	Prepare Reply
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Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Cys to ea DDA OD + Staff.
15 OCT 1981 *BA*

Announced at 15 OCT 1981 DDA Staff Mtg

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